

**COMMITTEE ON WATER AND SANITATION**  
(Standing Committee of Berkeley County Council)

**Chairman:** Mr. Caldwell Pinckney, District No. 7

A **special meeting** of the **COMMITTEE ON WATER AND SANITATION**, Standing Committee of Berkeley County Council, was held on **Friday April 27, 2007**, in the Supervisor's Conference Room of the Berkeley County Administration Building, 1003 Highway 52, Moncks Corner, South Carolina, at 8:00 a.m.

**PRESENT:** Mr. Caldwell Pinckney, Jr., Council Member District No. 7, Chairman; Mr. Phillip Farley, Council Member District No. 1; Mr. William E. Crosby, Council Member District No. 3; Ms. Cathy S. Davis, Council Member District No. 4; Mr. Dennis L. Fish, Council Member District No. 5; Mr. Jack H. Schurlnknight, Council Member District No. 6; Mr. Steve C. Davis, Council Member District No. 8; Mr. Daniel W. Davis, Supervisor, ex officio; and Ms. Barbara B. Austin, Clerk of County Council.

In accordance with the Freedom of Information Act, the electronic and print media were duly notified.

*During periods of discussion and/or presentations, minutes are typically condensed and paraphrased.*

Chairman Pinckney called the meeting to order at 8:13 am. Supervisor Davis introduced Chip Boling, the new Deputy Supervisor. Mr. Boling and Mr. Jeff Tyndall, the new Planning & Zoning Administrator, both begin employment on Monday, April 30.

**A. Colin Martin, Director, Berkeley County Water and Sanitation Authority Director**, distributed copies of the BCW&SA presentation to attendees.

**1. Mission and organization of the Authority.**

Mr. Martin read the BCW&SA Mission statement:

*To provide safe, reliable water and sanitation services at a competitive, nonprofit rate in the spirit of a public owned utility. Our goal is to provide the highest quality water and sanitation services to our valued customers in the most efficient manner while maintaining a work environment of care, congeniality and teamwork.*

The Authority maintains a balance as both a public servant and a business, operating with fee-based funding only. The 215-employee organization serves over 100,000 customers and is the largest of its kind in the state.

**Mr. Steve Hively, Operations Director**, provided the Committee with information in regard to the departments he directs.

All department functions culminate in the conversion of wastewater to clean water at treatment facilities. This requires electricity, equipment, chemicals and trained personnel on a continual basis.

- **Pump and Plant Maintenance** - Scheduled equipment maintenance, replacing defective equipment and responding to alarm conditions.
- **Sewer System Maintenance** - New service installation, cleaning sewers, repair and replacement of broken lines and manholes, and maintenance and inspection of easements and sewers.
- **Water System Maintenance** - New service installation, valve exercise, reading and replacement of meters, and pipe replacement.
- **Laboratory** - Industrial pre-treatment management, water quality testing, wastewater process testing and compliance testing.
- **Vehicle Maintenance** - Equipment maintenance and replacement.
- **Asset Management & Parts Inventory** - Scheduling of work orders, parts inventory, preventative maintenance.
- **SCADA & Dispatch** - Customer Service, measurement of pump station performance.

Committee Member Crosby inquired about the current ratio of force mains to gravity lines. Mr. Hively explained that about 10% of the lines are 'force mains', a less costly alternative to gravity lines which generally require pumping stations. The County's predominantly flat topography limits the practicality of gravity lines which must be laid on slopes and cost significantly more than force mains. Gravity flow systems are preferable but soil excavation is a determining factor due to the cost. Committee Member Crosby also asked about compliance testing; Mr. Hively responded that the department's standards strictly adhere to DHEC requirements.

**Mr. Mark Schlievert, Director of Solid Waste**, addressed the Committee concerning the responsibilities and accomplishments of that department.

- **Landfill Management** - Environmentally safe disposal of solid waste utilizing 9 convenience center sites, 49 pieces of equipment and 66 employees.
- **Landfill Capacity:** Currently permitted: C&D Landfill, 4 years; MSW Landfill, 22 years. There are about 150 years of available, non-permitted capacity.
- **Capital Improvement Projects:** Conversion of landfill gas to energy: Marketable gas and carbon credits through the Chicago climate exchange will net one-quarter million dollars per year. Projects include Construction Demolition Expansion (C&D); Convenience Center Expansion and improvements; MSW Cells 7 & 8 Expansion.
- **Swap Shops:** Swap Shops have been eliminated due to safety concerns but will be reinstated with the addition of nine new buildings. The Oakley and Gravel Hill Road sites will be collection sites only. Discussion will be ongoing with Habitat for Humanity, Goodwill and the Kidney Foundation to address concerns and solutions.

Mr. Martin emphasized that employee and citizen safety issues must be balanced with the need to recycle goods at distribution centers. Chairman Pinckney commented that Council, as a governing body, must be cognizant of exercising no partiality in how and where Swap shops are opened.

Supervisor Davis suggested that further discussion in regard to Swap Shops be tabled. He reiterated that the County is amenable to continuing the service but only as a safe, positive operation.

Committee Member Schurlknight departed from the meeting at 8:48 p.m.

Committee Member Crosby asked about the proposed addition of two 'cells' in terms of cost and time required to generate gas. Waste deterioration, noted Mr. Schlievert, generates gas, therefore cell expansion is costly but necessary for gas production. Expansion is needed primarily for trucks which require a greater turning radius.

Supervisor Davis cited the rapid growth north of Goose Creek, and said purchase of a C&D Landfill site may need to be considered at some point to remain competitive and limit revenue loss.

**Mr. Edwin Rogers, Customer Service Department Director,** addressed the Committee in regard to the responsibilities and accomplishments of that department.

- Manage customer and public concerns about water, sewer and solid waste; county vehicles and tap application problems.
- Coordinate the sale and disposition of surplus real estate. The county recently approved the disposition of 29 land parcels.
- Manage the Authority's Insurance program. Includes facilities, vehicles and equipment; also, Tort insurance and bonding, claims for sewer back-ups, damaged property and vehicles, and release of claims.
- Manage the Grant Process. Includes preparation of congressional delegation packages, grant applications, environmental reviews, fund expenditure and audit information.
- Water & Sewer Billing commenced June 2006 resulting in a \$3,000,000 increase in 2006 revenue while increasing customer service and reducing customer complaints and delinquencies.
- Code Enforcement utilizes three officers to enforce ordinances and issue citations.

Committee Member Phillip Farley departed from the meeting at 9:02 p.m.

Committee Member Crosby inquired about the bonding of Mr. Rogers' staff members. Mr. Rogers affirmed that they are bonded; varying types of insurance are obtained depending on each employee's particular responsibilities.

Committee Member Crosby also asked about the grant sign-off procedure. Mr. Rogers stated that both the granting entity and the Berkeley County Supervisor sign off on grants.

Committee Member Steve Davis asked for an explanation of the department's service cut-off policy. Mr. Rogers said that daily payment extensions and agreements have been limited or eliminated wherever possible, but he personally handles all need-based assistance. Leak adjustments can be made once every three years and are documented through examination of bill disparity.

Committee Member Crosby asked about the department's ability to increase revenue. Mr. Rogers cited the limitation and/or elimination of excessive short-term agreements and daily extensions, increased collection of delinquent accounts and 'tightening up' on non-paying customers.

**Ms. Angela Pinson, Administration Director**, addressed the Committee in regard to the responsibilities and accomplishments of that department.

- Human Resources and Payroll - Current projects include Audit, Compensation & Classification study, Lunch'n Learns, and Employee Benefits Fairs.
- Procurement and Information Technology - Current projects include Administrative offices relocation, disaster recovery and online bill paying.
- Safety - Accident investigation, safety manual revision, policy and procedure development, training and OSHA compliance, experience modifier reduction.
- Employee Programs - 'Employee of the Month', Applause Awards, the new MWR (Morale, Welfare and Recreation) Committee and more.

Committee Member Crosby asked whether Ms. Pinson works solely for BCW&SA. Ms. Pinson responded that she works part-time for the Authority, and continues to be responsible for Risk Management. He further inquired about the department's back-up method for its 176 computers and was told back up is done on servers; duplicate diskettes are securely stored in an off-site location.

Committee Member Crosby asked about the department's OSHA compliance. Ms. Pinson stated that all employees receive appropriate protective equipment and job-specific training. Employees entering confined space for trenching and excavation are extensively trained. Air monitoring is strictly conducted according to OSHA standards. Committee Member Crosby referred to an incident several years ago resulting in the deaths of two individuals who had been working in a County manhole. Steve Hively explained that these were not County employees but, instead, surveyors for an Engineering Firm working for another entity. Steps have since been taken to ensure that non-employees never enter County manholes without prior approval.

**Mr. Colin Martin (representing Kristy McMichael, Finance Director)** addressed the Committee in regard to the responsibilities and accomplishments of the Finance Department.

A recent external audit cited the need for more frequent account reconciliation. The department responded by voluntarily requesting monthly audits to monitor progress in deficient areas. The auditor has confirmed that all areas are now either fully compliant or making significant progress. Committee Member Crosby asked how serious the initial audit's findings had been; Mr. Martin responded that all errors had been procedural with no evidence of fraud.

Mr. Martin explained that BCW&SA revenues utilize enterprise funds with strong bond debt. The GFOA (Government Finance Officer's Association) favors a standard

format for local government budgets; this format approaches zero-based budgeting. Mr. Martin, with Supervisor Davis's agreement, proposed the adoption of this standard. He stated that Council would experience greater ease in interpreting the forthcoming BCW&SA Budget.

**Mr. Micah Miley, Director of Engineering**, addressed the Committee in regard to the responsibilities and accomplishments of that department.

- The Geographic Information System comprehensively maps the entire system.
- 2006 Private Development – 66 accepted projects totaling 55 miles of pipeline.
- 2007 Private Development –150 pending projects as of April range from initial design review all the way through to the acceptance process.
- Growth is primarily within unincorporated areas of Berkeley County.
- Five-year CIP includes a \$151,000,000 expenditure within the system.
- 'Sewer-only' projects are within the municipal groups of Goose Creek and Hanahan.
- 'Water only' projects are in the outer-most areas of the county.
- 'Water-and-sewer' projects are within the subdivisions of Cane Bay, Parks of Berkeley and Fox Bank.

Engineering works with Finance to ensure the most efficient expenditure of funds. Developers pay for engineering services and require new systems testing. The Authority performs quality assurance testing and inspections. Upon completion these systems are released to BCW&SA for all future repair and maintenance.

In response to Committee Member S. Davis's question, "accepted" projects are those for which a developer has submitted plans for approval, a contract is signed and the developer pays all costs (engineering services, construction, testing, through to quality assurance testing, etc.) The system, upon completion, is deeded to the County and entered into the GIS system. The equipment is turned over to Mr. Hively to operate and maintain.

Committee Member Crosby asked whether there are plans to 'pick up donut holes' and Mr. Miley said that the Authority does fill in sewer donut holes. Committee Member Crosby asked about the status of a grinder pump for Back River Road and Howe Hall Road. Mr. Miley said Back River Road is slated to receive a true pump station rather than a grinder station.

**Mr. Colin Martin presented a Budget Overview to the Committee.** He requested an increase in his approval threshold from \$10,000 to \$25,000 before having to appear before council for expenditure approval.

Mr. Martin indicated an expected and significant increase in the customer base in 2008 including 600 customers from A.D. Hare Water System and 3,000 from an area currently served by Charleston CPW. Engineering analysis projects an additional 3,000 just from growth. He anticipates 6,600 new water customers which account for revenue spikes as indicated on the hand-outs.

Expected Debt service for next year totals approximately \$15,000,000. Engineers are in the design phase with numerous vendors for current projects.

Fund balances are best measured, explained Mr. Martin, in months which can be operated without additional revenue. Significant county revenue is from property tax money received January through April; this revenue represents about half of the county's operating budget. BCW&SA revenue, though, is month-to-month via user fees, impact fees and smaller fees; there is no income 'peak'. Expenses increase during natural disasters but are not offset with a corresponding cash in-flow, therefore six to nine months of contingency funds are necessary. There is presently a 12-month contingency fund balance for each operational area. Mr. Martin does not foresee a rate increase until 2010 but suggests Council members sensitize their constituents to the possibility. A rate increase study will begin in July 2007 and conclude in about four to six months.

The 2007-2008 budget will include requests for additional personnel as detailed in the hand-out package.

#### **Status of future bond projects:**

- **Jedburg Road Water projects along 176 and Jedburg** – a \$3,000,000 shortfall is projected due to EPA and grant funds that were expected but not received. This shortfall may be addressed by shifting surplus, CIP and delaying projects where viable.

Committee Member Crosby asked why the grant funds were not received. Mr. Miley stated that the grant stalled at the Federal Government level due to financial repercussions from Hurricane Katrina.

- **Moncks Corner water treatment plant, Moncks Corner** – Nuclear wells and a booster station are being constructed to serve the East Cooper pump stations which serve Cainhoy, Nucor, Macedonia, Bonneau and St. Stephen. Projected completion is fall 2007 with a projected \$800,000 surplus.
- **St. Stephen Water Project** – The project is being evaluated which includes system revision and replacement of meters, towers and lines. A \$390,000 surplus is projected.

Committee Member Crosby asked how the East Cooper Water system is connected. Mr. Miley responded that it is accomplished via a 'back-door' pipeline that comes out just north of Moncks Corner at Hwy. 52.

- **Cross Water Project** – Encompasses two CDBG projects and the connection of 260 low-to-moderate income customers. This is a \$5.3 million dollar project with an estimated \$230,000 overrun.
- **CIF Bonds Water Projects:** Multi-location project including Oakley Road, Swamp Fox, East Church Street, Spires Circle and other county-wide locations. A \$2,000,000 budget overrun is projected.

- **2007 Water Projects** – The project scope includes water main installation mains on numerous rural roads throughout the county. A \$360,000 shortfall is projected. Bids are expected to begin later this year.
- **Charleston Water System Purchase** - Includes the purchase of some College Park and Tall Pines systems in conjunction with the city of Goose Creek. A \$750,000 surplus is projected.
- **Radio-Read Meter Project** – The installation of radio-read meters will increase meter reading efficiency and enhance safety by taking more employees ‘off the street’. Significant meter replacement is required; an estimated \$860,000 shortfall is expected.
- **In-House Water Extension Project** – for short water extensions; funds can be spread across projects with shortfalls.
- **BCWSA Admin. Complex** – A \$1,367,000 shortfall is anticipated.
- **Hanahan Pump Station Renovation Project** – Deriving from 2003 bond design projects, a \$1,500,000 surplus is anticipated. Easement acquisitions are complete and the project will be advertised for construction next month.
- **Sewer System Rehabilitation** – Entails root removal and preventing root infiltration into the system. The project should conclude with an anticipated \$750,000 surplus.
- **2006 Pump Station Renovation Project** – One project is ready for bid; a \$200,000 surplus is anticipated.
- **Lower Berkeley Treatment Plan Expansion Phase III** – Bid advertisement will likely commence by year-end. An expected \$2,000,000 shortfall is attributed to shortcomings in the electrical distribution on an existing plant site.
- **Central Berkeley Treatment Plant replacement** – A January-February 2008 bid date is projected. The site is about 2,000 feet behind Dr. Bounds’ office off Highway 52. A \$3.5 million dollar surplus is projected although the project scope is large and many factors will change.

Committee Member Crosby asked why this particular site location is suggested and whether this is the best use of county money since the county had purchased land several years ago specifically for expansion. Mr. Miley responded that the existing site is insufficient due to decreased land availability and increased growth. Pumping waste water from Central to Lower Berkeley is difficult because the infrastructure (big trunk sewers) is currently at capacity.

Committee Member Crosby commented that he understood, from Supervisor Davis, that Central Berkeley is at capacity although bond money had been available for

Central Berkeley expansion. Mr. Miley said the expansion was originally designed under the 2003 bond projects and was projected to cost \$1.5 million. Bids, however, came in at nearly \$3,000,000.

Committee Member Crosby asked if the new facility's water would be treated and discharged into the Cooper River. Mr. Miley said yes, since EPA models indicated a greater capacity for the Cooper River at Central rather than at a lower Berkeley location. Committee Member Crosby asked why constructing a new treatment plant would be preferable to adhering to the original long-range plan. Mr. Martin stated that the preliminary engineering report did a multi-attribute analysis. While the landfill location was deemed feasible, the driving factor for the decision was resistance from the Berkeley Country Club neighborhood to placing it at that location.

Supervisor Davis commented that the decision to build the treatment plant on the landfill was made prior to January 1, 2007. However, the site selection was not established with the landfill in mind so other sites had been evaluated. A small savings notwithstanding, there is significant convenience in situating the facility near the headquarters, with more space, a good buffer and less intrusion into neighborhoods.

Committee Member Crosby concurred and asked whether the higher elevation allowance would lengthen the landfill's life. Mr. Davis indicated that there was sufficient land for this project, land which would have served no other useful purpose due to its proximity to the landfill.

- **Ancrum Sewer Trunk C & D Project** – Recently completed A&B projects eliminated 5 pump stations and drew a deep sewer line to the west side of 17-A. Original cost estimates were low and a \$3,500,000 shortfall is anticipated.
- **St. Stephen Sewer Project** – A Consultant has been hired to evaluate problems and issues. A \$500,000 shortfall is projected.
- **Canterhill Trunk Hill Sewer Extension** – Funds are required to extend a trunk sewer system which will utilize a mix of gravity and pump stations.
- **Pump Station Elimination Project** – There are five pump stations in the Goose Creek area. A feasibility analysis is 80% complete and a \$1,700,000 surplus is anticipated.
- **Ancrum Sewer Trunk F&G** - \$5,000,000 is earmarked for this project. This sum will be maintained as a 'place holder' although this may be reduced if design modifications are utilized.
- **Gibbs Tract Pump Station** – This station lies along I-26 to serve a county area on both sides of the Interstate that is currently without sewer service. Plans are to work with developers to install a regional pump station, primarily at their cost, with a minimal contribution from BCW&SA.



- **Cypress Gardens Sewer Project** – A \$535,550 shortfall is anticipated but a \$29,000 grant may be received. The project scope has increased but can be held for a time to allow other projects be bid out.
- **Pump Station 11 Elimination and 49 Renovation** - Elimination of Pump Station 11 and the rebuilding of Number 49 are planned. Both stations presently operate well and this project can be delayed.
- **Back River Road Sewer Extension** - A low number of customers are presently being served at a substantial cost. Estimated cost for extension is \$300,000.
- **Highway 78 Sewer Extension** – N. Charleston possibly has a deep gravity line on Hwy. 78 that could serve this area. This project is currently on hold.

**Mr. Martin summarized plans and priorities:**

- New headquarters building should be complete by September 2007.
- Development of a new, more robust image of BCW&SA which is one of the largest county organizations.
- Further development of BCW&SA as a good corporate citizen.
- Creation of a more appropriate acronym than “Sewer and Water”.
- Responsible use of money and sponsorships to increase visibility in the community.
- Human Resources organization audit to determine greatest areas of need.
- Completion of a three-phase compensation study to determine how our positions and compensation packages compare to others in the marketplace.
- Establishment of a Capital Replacement Plan to ensure timely and accurate asset management.

Both Committee Member Crosby and Chairman Pinckney expressed their appreciation for the informative presentation.

Supervisor Davis stated that each Berkeley County Government department will develop strategic plans which will coincide with the county’s larger comprehensive plans.

It was moved by Committee Member Crosby and seconded by Committee Member Fish to adjourn the Special meeting of the Committee on Water and Sanitation. The motion passed by unanimous voice vote of the Committee.

Meeting adjourned at 10:56 a.m.

May 14, 2007

Date Approved

**COMMITTEE ON WATER AND SANITATION**  
(Standing Committee of Berkeley County Council)

Chairman: Mr. Caldwell Pinckney, District No. 7

Members: Mr. Phillip Farley, District No. 1  
Vacant - District No. 2  
Mr. William E. Crosby, District No. 3  
Mrs. Cathy S. Davis, District No. 4  
Mr. Dennis L. Fish, District No. 5  
Mr. Jack H. Schurlknight, District No. 6  
Mr. Steve C. Davis, District No. 8  
Mr. Daniel W. Davis, Supervisor, ex officio

A special **meeting** of the **COMMITTEE ON WATER AND SANITATION**, Standing Committee of Berkeley County Council, will be held on **Friday April 27, 2007, at 8:00 a.m.**, in the Supervisor's Conference Room, Berkeley County Administration Building, 1003 Highway 52, Moncks Corner, South Carolina.

**AGENDA**

**A. Presentation by Colin Martin, Director, Berkeley County Water and Sanitation Authority, Re:**

1. Mission and organization of the Authority.
2. Budget overview.
3. Project descriptions.

April 19, 2007  
S/Barbara B. Austin, CCC  
Clerk of County Council